**Tracking Form for Certified Clean Communities Coordinators (CCCC)**

This tracking form has been created to help Certified Clean Communities Coordinators track credit hours. You may us this registration form to track your credit hours if you are a Certified Clean Communities Coordinator (CCCC) who completed your **initial** certification during the year **2016.** **Please note that this form IS NOT the official Rutgers/OCPE credit reporting form which must be submitted directly to Carol Broccoli by December 31, 2018.**

Name:

Organization you represent in Clean Communities:

Address Line 1

Address Line 2

Email:

Phone:

Fax:

Initial certification as a Clean Communities Coordinator requires the completion of a total of 20 credit hours, including CCCC Basic Training, submission of a final assignment., and 2 additional credit hours.

Please indicate the dates you attended CCCC Basic Training (18 hours):

Spring 2016 Session

* 3/02/16
* 3/09/16
* 3/16/16

Summer 2016 Session

* 8/11/16
* 8/18/16
* 8/25/16

Fall 2016 Session

* 10/27/16
* 11/03/16
* 11/10/16

Please indicate the event or meeting at which you earned the 2 additional credits hours required to complete your initial certification (If you took basic training in 2016, you were required to complete the initial certification by December 31, 2016):

Conference - Kids-Teens Awards (5 credits)

* Atlantic City (5/25/16)

Conference - Clean Communities Seminar (2 credits)

* Atlantic City (5/26/16)

NJ State League of Municipalities Conference - Workshop (2 credits)

* Atlantic City (11/15/16)

County Coordinator Meeting (Please list location, date and # of approved credits:

International Coastal Cleanup – please list location/s and date/s:

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Attendance at another session of the initial training course (Please list location, date and # credits approved):

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Other event/seminar/workshop for which you earned 2 additional credit hours Please list location, date and # credits approved)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCCC certification requires the submission of a final assignment. Did you submit the final assignment? Yes - No

CCCC certification, requires the timely submission of statistical reports or a letter requesting an extension to spend remaining funds. Please list **statistical report numbers** for the following years:

* 2014
* 2015
* 2016
* 2017
* 2018

If you did not submit a statistical report, please explain why:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was your certificate presented or mailed?

* Presented
* Mailed

If the certificate was presented, please list the date it was presented: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the certificate was mailed, please list date it was received: (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re-Certification, End-Date, December 31, 2018

CCCC re-certification requires coordinators to earn 20 credit hours within 2 years of initial certification. Coordinators must take 2 days of the safety training, 1 classroom and 1field, totaling 9 credit hours.

Please check the dates you took safety training.

Summer 2016

* June 13 (class)
* June 15 or June 16 (field)

Fall 2016

* September 21 (class)
* October 13 or October 21 (field)

Summer 2017

* June 13 (class)
* June 23 or June 29 (field)

Fall 2017

* October 31 (class)
* November 9 (field)

Fall 2018

* October 3 (class)
* October 4 (field)

How did you earn the additional 11 credits needed to recertify? Please note: events/meetings must be pre-approved for re-certification credits and documented with sign-in sheets. Sign-in sheets must be submitted to Rutgers OCPE no later than 2 weeks after the event/meeting occurs.

Listed below are the events hosted by NJCCC which entitled coordinators to recertification credits.

Conference - Kids-Teens Awards (5 credits)

* Atlantic City (5/25/16)
* West Orange (5/24/17)
* Lambertville (5-23/18)

Conference - Clean Communities Seminar (2 credits)

* Atlantic City (5/26/16)
* West Orange (5/25/17)
* Lambertville (5/24/18)

NJ State League of Municipalities Conference - Workshop (2 credits)

* Atlantic City (11/15/16)
* Atlantic City (11/14/17)
* Atlantic City (11/13/18)

Other:

Name of Event:

Location of event:

Date of Event:

Was the event approved for credit hours?

Did you sign in and/or follow guidelines for implementation?

How many hours did you earn?

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Name of Event:

Location of event:

Date of Event:

Was the event approved for credit hours?

Did you sign in and/or follow guidelines for implementation?

How many hours did you earn?

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Name of Event:

Location of event:

Date of Event:

Was the event approved for credit hours?

Did you sign in and/or follow guidelines for implementation?

How many hours did you earn?

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Name of Event:

Location of event:

Date of Event:

Was the event approved for credit hours?

Did you sign in and/or follow guidelines for implementation?

How many hours did you earn?

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Name of Event:

Location of event:

Date of Event:

Was the event approved for credit hours?

Did you sign in and/or follow guidelines for implementation?

How many hours did you earn?

**Please note: To retain certification status, CCCC must compete 20 credit hours within 2 years of initial certification. Failure to earn 20 credit hours will result in de-certification.**